



MONTANA LEGISLATIVE BRANCH

Legislative Fiscal Division

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Legislative Fiscal Analyst
CLAYTON SCHENCK

September 28, 2005

Joyce DeCunzo, Administrator
Addictive and Mental Disorders Division
PO Box 202905
Helena, MT 59620

Dear Ms. DeCunzo:

At the June meeting of the Legislative Finance Committee (LFC), the committee voted to request information from each agency on the status of certain FTE for which funding was added in HB 2. This letter is our request for this information. Specifically, the committee wishes to know:

- 1) Which positions have been filled
- 2) The status or projected hire date of positions that have not been filled
- 3) Issues encountered in attempting to fill the positions

Attached to this letter is a form(s) for the positions for which the LFC requests this information. Please complete and return the form via email to the analyst listed on the form and to Diane McDuffie at dimcduffie@mt.gov in the Legislative Fiscal Division by October 14, 2005.

Thank you for your attention to this matter. If you have any general questions about this request, please contact Taryn Purdy at 5383, or at tpurdy@mt.gov. If you have questions about a particular update, please contact the LFD staff person listed.

Sincerely,

Clayton Schenck
Legislative Fiscal Analyst



FTE Information Requested by the Legislative Finance Committee
For the 2007 Biennium

General Information

Agency Name: Addictive and Mental Disorders
Due Date: 14-Oct-05
LFD Contact: Steinbeck, Lois
Agency Contact: Joyce DeCunzo/Lou Thompson

Specific Information

Decision Package: 70
of FTE: 3.00

FTE Purpose: Regional Staff - Adult Mental Health Services

FTE Information Required

Position FTE Hired For (Please provide position name e.g., Program Manager for Small Business Insurance Pool)	Hire Date

If the FTE have not been hired:
When will the FTE be hired? (Be specific as possible e.g., December, end of 3rd quarter, etc.)
Position descriptions were developed and advertised at an entry level of Grade 15 (\$31,085).
Recruitment ended on August 31. There are between 10 and 15 applicants for each position and we are confident the positions can be filled from this pool. Screening and scheduling of

interviews will be completed by October 14, 2005. Positions should be filled by November 1, 2005.

General summary of duties and responsibilities for Community Program Officers:

- Functions in the role of liaison between the Mental Health Services Bureau central office and community providers, stakeholders, and consumers.
- Represents the Mental Health Bureau and assists in planning and development of community mental health crisis services working with Local Advisory Councils, Service Area Authorities, local government and other stakeholders.
- Collaborates with community stakeholders and participates in the planning, coordination, operation and monitoring of mental health services in the community.
- Identifies and analyzes training needs for providers, Local Advisory Councils, and Service Area Authorities to ensure accurate understanding and service delivery based on system changes/updates, organizational changes and demonstrated user needs.

If recruitment efforts were unsuccessful, what prevented you from hiring? (e.g. didn't get qualified applicants, vacancy savings, etc.) _____